

*Office of the Chief Electoral Officer,
Jammu & Kashmir UT,
Nirvachan Bhawan, Rail Head Complex, Jammu*

Phone: 0191 – 2477389

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"Greater Participation for a Stronger Democracy"

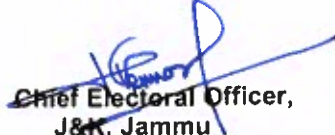
e-NIT No.CEO/Acctts/2020-2021/353

Dated : 30-07-2020

For and on behalf of the Lt. Governor of Jammu & Kashmir UT, e-tenders are invited from registered manufacturers/suppliers for the supply of election/training/publicity material/ printing of documents required in connection with establishment/setting up of Electoral Literacy Clubs (ELCs), Special Summary Revision of Electoral Rolls, SVEEP programmes and elections, as per detail mentioned in the BOQ of the e-tender.

1.	Date of publishing of tender Notice	01-08-2020
2.	Period of downloading of documents	01-08-2020 to 21-08-2020
3.	Date of submission of online documents	01-08-2020 to 21-08-2020 upto 1:00 p.m.
4.	Date of opening of e-tender	24-08-2020 at 11:00 a.m.

The tender documents along with other terms and conditions of the e-NIT and relevant documents can be downloaded from the departmental website jktenders.gov.in & ceojk.nic.in. The tender shall be uploaded in electronic format on the departmental website jktenders.gov.in. The bidders shall have to upload scanned copies of all necessary documents like CDR/Treasury Receipt (Earnest Money/Tender Fee)/Registration Certificate duly renewed/GST Registration Certificate/SSI Certificate/Turnover Certificate of last three years. **The cost of tender documents shall be deposited in the Treasury under receipt Head 0070-OAS Other Administrative Services, and Earnest Money deposit in the shape of CDR only shall be pledged to Accounts Officer O/O Chief Electoral Officer, J&K, which is refundable.**


Chief Electoral Officer,
J&K, Jammu

No.CEO/Acctts/Publicity/2020/ 3478-84
Dated: 30-07-2020

Copy to:

1. Director, Information & Publicity Department, J&K, Srinagar for information and with the request to publish the above tender in two leading newspapers one each from Kashmir and Jammu Division.
2. Deputy Chief Electoral Officer, Kashmir/Jammu for information and n/a.
3. State Nodal Officer (SVEEP) O/O Chief Electoral Officer, J&K, Jammu for information.
4. Assistant Chief Electoral Officer, Kashmir/Jammu for information and with the direction to have the samples available in his office.
5. Incharge Website IT Section O/O Chief Electoral Officer, J&K for information and with the request to upload the e-tender in the website of jktenders.gov.in and ceojk.nic.in.

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TERMS AND CONDITIONS OF e-NIT No.CEO/ACCTS/2020-2021/ ³⁵³ DATED 30-07-2020

1. The tenders shall comprise of two bid system:-

- a. Qualifying/Technical Bid
- b. Financial/Price Bid

First qualifying bid contain the following documents to be uploaded online only.

- i) **Earnest money in the shape of Call Deposit Receipt (CDR) only for an amount of Rs.1.00 lacs (Rupees One Lacs Only) pledged to Accounts Officer O/O Chief Electoral Officer, J&K. Cheques and Fixed Deposit Receipt (FDR)/Term Deposit Receipt (TDR) shall not be entertained and shall be liable for rejection.**
- ii) **Tender Document cost in the shape of Treasury Receipt for Rs.1000/- (Rupees One Thousand only) under Receipt Head 0070-OAS Other Administrative Services.**
- iii) **GST Registration Certificate shall be enclosed with the tender document.**
- iv) **Registration Certificate of SSI unit, if any. The SSI unit holder shall furnish the cost of Tender Document and Earnest Money as required under rules.**

Second Price Bid contains the following documents:-

- i) **The second bid shall contain the price/financial bid to be uploaded online only as per the Bill of Quantities (BOQ) of e-NIT.**

2. **The tender (Technical Bid) shall be opened on 24th August, 2020 at 11:00 a.m. in presence of intending Bidders or their representatives, if they wish to attend on the scheduled date and time, in the office of Chief Electoral Officer, J&K.**
3. **The price bid of only those bidders shall be considered whose Technical bid is declared successful and shall also be opened on 24th August, 2020, in presence of intending Bidders or their representatives, if they wish to attend on the scheduled date and time, in the office of Chief Electoral Officer, J&K.**
4. **The supply order shall be placed only for those items which are not available with the Ranbir Government Press.**
5. **The supplier shall supply the items strictly in accordance with the approved quality and specifications as shown against each item in BOQ, to the Assistant Chief Electoral Officer, Jammu/Kashmir within 7 (seven) days from the date of issuance of supply order.**
6. **Only firms having vast experience in printing and supply of such items and registered with GSTIN are eligible to apply.**
7. **Material to be printed shall be provided by the department in PDF or Word Format.**
8. **The bidder must have experience of undertaking similar assignments in Public Sectors Undertakings/ Banks/Govt. Ministries or Departments and must have annual turnover of more than Rs.10.00 lacs (Rupees Ten Lakhs only) during the past three financial years. The bidder must enclose contract/ agreement of previously assignments for Public Sector Undertakings/Banks/Govt. Ministries or Govt. Departments.**

9. The bidder shall have to quote the rate for one unit/item. The requirement shown in the BOQ is tentative and shall be increased/decreased as per actual requirement of the department for carrying various activities during one year from the date of issuance of supply order.
10. The rates tendered should be FOR destination i.e., Assistant Chief Electoral Officer, Nirvachan Bhawan, Rail Head Complex, Jammu and Assistant Chief Electoral Officer, Darul Intikhab, M.A.Road, Srinagar and should include all taxes and levies. *No carriage charges for transportation of goods shall be entertained by the Department.*
11. The earnest money in case of unsuccessful tenderer shall be refunded after final decision/acceptance of the contract within a period of one month after its receipt of them. Whereas in case of successful bidders, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.
12. Payment against any order shall be made after material is received in concerned stores and after properly brought on stock. No advance payment shall be made.
13. The material not conforming to the specifications and requirements of the department shall be rejected and no payment shall be made for the supplies.
14. The successful bidders shall have to submit the Call Deposit Receipt (CDR) in original and execute an agreement before the receipt of supply order and is/are bound to fulfil the terms and conditions of the agreement. In case of default the security deposit shall be forfeited and penalty of 5% of the total cost of material shall be imposed on the defaulters.
15. The bidder shall sign the tender on each page and at the end in token of acceptance of all the terms and conditions of the tender.
16. The rates approved and accepted by the Central Purchase Committee will remain in force for one year from the date of issue of supply order.
17. Rates offered by the successful bidders and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
18. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
19. The Chief Electoral Officer, J&K (Chairman) reserves the right to accept or reject any or all bid/tender or any part of it without assigning any reason thereof.


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ANNEXURE-A (BOQ) TO e-NIT No.CEO/ACCTS/2020-2021/ ³⁵³ DATED 30-07-2020

S.No.	Name of the article/item with specification	Specification	Rate to be quoted inclusive of all taxes	Tentative Quantity
1.	Front Lit Flex	Flex 305 GSM, with eco solvent printing only as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
2.	Front Lit Flex	Black-back Flex 260GSM, with eco solvent printing only as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
3.	Front Lit Flex with frame	Flex 305GSM, with eco solvent printing only with frame - MS Pipe 20 mm 28 gauge square pipe as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
4.	Front Lit Fabric	Front Lit Fabric Recyclable 160 GSM, with eco solvent printing only as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
5.	Front Lit Fabric with frame	Front Lit Fabric Recyclable 160 GSM, with eco solvent printing only with frame - MS Pipe 20 mm 28 gauge square pipe as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
6.	Vinyl with Sunboard	120 Micron Star/ Hi Sign with lamination with eco solvent printing and Sun board 5mm only as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
7.	Vinyl with lamination	120 Micron Star/ Hi Sign with lamination with eco solvent printing only as per requirement	Per sq. ft including designing, installation and delivery.	As per actual
8.	Roll up standee	6 feet x 3 feet on Flex 305 GSM with eco solvent printing only	Per piece including designing, installation and delivery.	As per actual
9.	X-banner stand	6 feet x 2.5 feet on Flex 305 GSM with eco solvent printing only	Per piece including designing, installation and delivery.	As per actual
10.	Poster with back gumming strip	Size (170 GSM art paper with four colour printing on single side, size (18" x 23"))	Per poster	10000 Nos. or as per actual
11.	Pamphlet (Double side)	Size (120 GSM art paper with four colour printing on both sides, (A4 size)	Per pamphlet	10000 Nos. or as per actual
12.	Pamphlet	Size (120 GSM art paper with four colour printing on single side, (A4 size)	Per pamphlet	10000 Nos. or as per actual

ELC Material

S.No	Name of the Booklet	Size in inches	No of Pages	Specifications	Rate to be quoted inclusive of all taxes	Tentative Quantity
13.	Class IX (Electoral Literacy Club Booklet)	9.5 x 7.5	41 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Center Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
14.	Class X (Electoral Literacy Club Booklet)	9.5 x 7.5	43 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Centre Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
15.	Class XI (Resource Guide)	9.0 x 7.0	60 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Center Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
16.	Resource Guide for Colleges	8.5 x 5.5	36 Pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Center Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
17.	Common Handbook for ECLs	8.5 x 5.5	87 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Center Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
18.	Class XII (Resource Guide)	9.0 x 7.0	40 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Center Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
19.	Community <i>Chunav Pathshala</i>	8.5 x 11	76 pages Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Center Pin Staple, Four Colour Printing	Per book	1000 Nos. or as per actual
20.	Belief in the Ballot	9.5 x 6.5	238 pages + Cover	110 GSM Inner Pages 300 GSM Cover Art Card Glossy Finish lamination, Binding-Perfect Binding with lamination on cover , Four Colour Printing	Per book	1000 Nos. or as per actual
21.	CARTOON BOOKS					
(a)	<i>Wah election wah</i> (Cartoon series)	6 x 6	52 Pages + Cover	170 GSM Inner Pages & Cover Binding –Centre Pin, Four Colour Printing	Per book	1000 Nos. or as per actual
(b)	<i>Abhay Abha</i> Picture book	8.5 x 6.5	56 Pages + Cover	170 GSM Inner Pages & Cover Binding –Centre Pin, Four Colour Printing	Per book	1000 Nos. or as per actual
(c)	Sentinels of Democracy	8.5 x 5.5	80 pages + Cover	100 GSM Inner Pages 220 GSM Cover Sunshine Bond Binding – Perfect Binding, Four Colour Printing	Per book	1000 Nos. or as per actual
22.	SPECIFIC RESOURCES FOR GAMES					
(a)	NOTA Flash Cards (Coloured print , Card Paper)	5 inches x 4inches	Set of 4	300 GSM Card Die Cut, Four Colour Printing	Per Set	1000 Nos. or as per actual
(b)	Step up Character Cards (Coloured print, Card paper)	3.5 inch x 8 inch	Set of 6	300 GSM Card Die Cut, Four Colour Printing	Per Set	1000 Nos. or as per actual

S.No	Name of the Booklet	Size in inches	No of Pages	Specifications	Rate to be quoted inclusive of all taxes	Tentative Quantity
23.	Badges with Logo	2.5 inch (approx)	--	Badge with Logo with the Slogan "Proud to be a Voter – Ready to Vote" 2.5 inch (approx.) of metal with back side plastic	Per No.	As per actual
24.	Badges with Logo	1.5 inch to 2 inch (approx)	--	Badge with Logo with the Slogan "Proud to be a Voter – Ready to Vote" 1.5 inch to 2 inch (approx.) of Heavy metal / superior quality	Per No.	As per actual
25.	Printing of documents	A0	--	Colour printing on 70 GSM paper	Per No.	As per actual
26.	Printing of documents	A0	--	Colour printing on 170 GSM paper	Per No.	As per actual
27.	Printing of documents	A0	--	Colour printing on 300 GSM paper	Per No.	As per actual
28.	Printing of documents	A1	--	Colour printing on 70 GSM paper	Per No.	As per actual
29.	Printing of documents	A1	--	Colour printing on 170 GSM paper	Per No.	As per actual
30.	Printing of documents	A1	--	Colour printing on 300 GSM paper	Per No.	As per actual
31.	Printing of documents	A2	--	Colour printing on 70 GSM paper	Per No.	As per actual
32.	Printing of documents	A2	--	Colour printing on 170 GSM paper	Per No.	As per actual
33.	Printing of documents	A2	--	Colour printing on 300 GSM paper	Per No.	As per actual
34.	Printing of documents	A3	--	Colour printing on 70 GSM paper	Per No.	As per actual
35.	Printing of documents	A3	--	Colour printing on 170 GSM paper	Per No.	As per actual
36.	Printing of documents	A3	--	Colour printing on 300 GSM paper	Per No.	As per actual
37.	Printing of documents	A4	--	Colour printing on 70 GSM paper	Per No.	As per actual
38.	Printing of documents	A4	--	Colour printing on 170 GSM paper	Per No.	As per actual
39.	Printing of documents	A4	--	Colour printing on 300 GSM paper	Per No.	As per actual
40.	Printing of documents	A5	--	Colour printing on 70 GSM paper	Per No.	As per actual
41.	Printing of documents	A5	--	Colour printing on 170 GSM paper	Per No.	As per actual
42.	Printing of documents	A5	--	Colour printing on 300 GSM paper	Per No.	As per actual
43.	Printing of documents	A0	--	Black and white printing on 70 GSM paper	Per No.	As per actual
44.	Printing of documents	A0	--	Black and white printing on 170 GSM paper	Per No.	As per actual
45.	Printing of documents	A0	--	Black and white printing on 300 GSM paper	Per No.	As per actual
46.	Printing of documents	A1	--	Black and white printing on 70 GSM paper	Per No.	As per actual
47.	Printing of documents	A1	--	Black and white printing on 170 GSM paper	Per No.	As per actual
48.	Printing of documents	A1	--	Black and white printing on 300 GSM paper	Per No.	As per actual
49.	Printing of documents	A2	--	Black and white printing on 70 GSM paper	Per No.	As per actual

S.No	Name of the Booklet	Size in inches	No of Pages	Specifications	Rate to be quoted inclusive of all taxes	Tentative Quantity
50.	Printing of documents	A2	--	Black and white printing on 170 GSM paper	Per No.	As per actual
51.	Printing of documents	A2	--	Black and white printing on 300 GSM paper	Per No.	As per actual
52.	Printing of documents	A3	--	Black and white printing on 70 GSM paper	Per No.	As per actual
53.	Printing of documents	A3	--	Black and white printing on 170 GSM paper	Per No.	As per actual
54.	Printing of documents	A3	--	Black and white printing on 300 GSM paper	Per No.	As per actual
55.	Printing of documents	A4	--	Black and white printing on 70 GSM paper	Per No.	As per actual
56.	Printing of documents	A4	--	Black and white printing on 170 GSM paper	Per No.	As per actual
57.	Printing of documents	A4	--	Black and white printing on 300 GSM paper	Per No.	As per actual
58.	Printing of documents	A5	--	Black and white printing on 70 GSM paper	Per No.	As per actual
59.	Printing of documents	A5	--	Black and white printing on 170 GSM paper	Per No.	As per actual
60.	Printing of documents	A5	--	Black and white printing on 300 GSM paper	Per No.	As per actual


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ANNEXURE-B TO e-NIT No.CEO/ACCTTS/2020-2021/ ³⁵³ DATED 20-07-2020

UNDERTAKING/LETTER OF ACCEPTANCE

Sir,

1. I/We do agree for all clauses, terms and conditions of the tender documents.
2. I/We agree to abide the contract to supply the items from the date of issuance of the supply order, which may be extended by the Department till new contract is finalized.
3. I/We do declare that no legal/financial irregularities involving the proprietor/partner of the applicant(s) firm are pending.
4. I/We declare that our financial position is sound and we are competent to execute the contract.
5. I/We declare that we will not ask/expect any financial assistance from the Government of Jammu & Kashmir UT.

In acceptance
(Signature and Seal of the Bidder)

APPENDIX-1 TO e-NIT No.CEO/ACCTS/2020-2021/ ³⁵³ DATED 30-07-2020

GENERAL INSTRUCTIONS/CHECKLIST FOR BIDDERS

Before submission of the tender documents, the bidders should check, whether they have complied with the following requirements or otherwise:-

S.No.	Requirement to be checked before submission of the Tender	Complied (Please indicate Yes or No) after complying with the requirement
1.	The bidders for their own ease shall fill in relevant details of NIT and upload the same after ensuring accuracy.	
2.	If an SSI Unit of J&K UT, the same is indicated in the tender and scan copy of the valid registration/functional certificate is uploaded or not?	
3.	Whether list of the quoted items with name make model and catalogue/ brochures of the quoted items are uploaded with the technical bid?	
4.	Whether scanned copy of the undertaking/letter of acceptance are uploaded in the technical bid dully signed having official seal on all pages or not? However, the quoted item may also be tagged?	
5.	Whether tender documents are submitted in two bid system i.e., Technical and Financial Bids separately as per tender enquiry or not?	
6.	Whether offer validity as required in tender enquiry is accepted and indicated in your tender document or not?	
7.	Whether terms of delivery and period as required in tender enquiry is accepted and indicated in your tender document or not?	
8.	Whether payment terms as required in the tender enquiry is accepted and indicated in your tender document or not?	
9.	Whether compliance statement in the format as required in tender enquiry is enclosed with the supporting catalogue/ brochures?	
10.	Whether indicated in the tender document, if your firm business dealing is banned by any Govt./Private agency or recommended for blacklisting or not?	
11.	The complete commercial quote should be in Indian Rupees only. Currency of price should be clearly mentioned (wherever applicable).	
12.	Entry Tax/Octroi/Toll Tax and other statutory taxes will be applicable at actual supported by documents, if admissible.	
13.	No column should be left blank. Wherever amount is not quoted, the column should be clearly marked as NIL.	

S.No.	Sensitive documents part of Technical Bid to be uploaded only	Non Sensitive documents
1.	GST Registration Certificate	Performance statement of two years
2.	SSI Unit – Registration Certificate (Local SSI Units of J&K UT only)	Government supply orders for same, if any
3.	SSI Unit – Functional Certificate (Local SSI Units of J&K UT only)	
4.	Copies of EMD and Tender Fee/Treasury Receipt.	
5.	copy of NIT duly signed and sealed	
6.	Turnover certificate for past three years	
7.	Income Tax clearance certificate	
8.	Latest GST Return	

Signature and Seal of the Bidder